



United States
Department of
Agriculture

Natural
Resources
Conservation
Service

[Insert NRCS Office
Address]

[Insert Date]

[Insert Participant Name
and Address]

Dear Mr. Smith:

This is to advise you that your Wildlife Habitat Incentives Program (WHIP) application does not meet our State wildlife objectives. Therefore, your application cannot be approved. Since funding for WHIP projects in this State is limited to [insert funding level], the State Conservationist, based on recommendations from the State Technical Committee, established priority wildlife needs and a ranking process to evaluate all WHIP applications.

We encourage you to contact this office at [insert telephone number] to determine whether any adjustments can be made to your application to make it compatible with the State objectives for the next funding period. Our services remain available to provide you with technical assistance.

Rejection of your application because it does not address wildlife objectives is not an appealable issue [like other matters of general program applicability]. You may request a review of appealability from [insert the appropriate NAD regional Associate Director and address] within 30 days of the date of this notice.

If you feel the facts have not been properly considered, you may request either a preliminary review of this decision by the [insert the appropriate title], request mediation from a certified mediator, or appeal the decision to the National Appeals Division. Your written request must be made within 30 days of receipt of this notification and must clearly explain the reasons you disagree with the decision.

Sincerely,

John Doe
Designated Conservationist